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STATINTL

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Conservation, Control, and Economic Utilization
of Administrative Supplies and Equipment

1. During the process of compiling statistics for budget justification purposes, and as a result of visual observations, it has been quite evident that the cost of subject items is rather excessive. This Office proposes a program to correct the situation. The objectives of the program are twofold; viz, first, to reduce costs, and second, to accomplish an effective and economic utilization of Administrative Supplies and Equipment.

2. The successful accomplishment of this plan requires the support and cooperation of Office Chiefs, their Staffs, and all other personnel assigned thereto.

3. The program will consist of the following steps to obtain the desired results:

DDA
notice

a. Memorandum from DDA to Deputy Directors, Assistant Directors, and Office Chiefs, Attachment # 1, to inform their personnel of the phase of the program in which they are to actively participate.

✓

b. Office and Desk Check, to return to Supply channels any excess supplies and equipment. Attachment # 2, is schedule to be followed in this operation.

✓

c. Inventory and Capitalization of Supply Room Stocks, to reduce dollar value of past consumption in future compilation of costs for budget submission. It is estimated this step will result in a reduction of approximately ten percent (10%) in future budget requirements for administrative supplies.

✓

d. Monthly Posters on Supply Economy, to be posted on bulletin boards and in Stock Rooms. Subject of posters will be, "Supply Economy - Cost Consciousness", with a different example each month to illustrate pointers of effective utilization of supplies. Attachment # 3, is an example of posters to be utilized.

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✓ e. Inventory Control of "Class A" Furniture, Building Supply Officers will record the number of "Class A" set-ups in each Division. A Table of Authorization will be furnished by Office Chiefs to Procurement and Supply Office. This Table will indicate the number of "Class A" set-ups authorized for each Division within the respective Office, in accordance with standards indicated in Paragraph 7, Section E, Part III, CIA Regulation [REDACTED] dated 1 September 1952. The number of "Class A" set-ups will not exceed such authorization, unless specifically approved by the DDA or his delegated representative. Requisitions submitted subsequent to the establishment of authorizations, will contain a signed certification as follows:

"Above item/s are authorized in accordance with standards indicated in Paragraph 7, Section E, Part III, CIA Regulation [REDACTED] dated 1 September 1952.

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Signature of Office or Division Chief"

✓ f. Control of "Class A" Pen Sets, Brief Cases, and other portable items will be maintained by Building Supply Officers on a Memorandum Receipt basis. Personnel issued such items will sign Form No. 36-99 (Employee Property Issue Record), which will be maintained on file by Building Supply Officer. Personnel issued such equipment will take necessary steps to safeguard this equipment, and upon transfer, reassignment, or separation will notify Building Supply Officer. Building Supply Officer will arrange for pick-up in the case of separations, or transfer on records in the case of reassignments.

✓ g. Standardization of Common Use Items. Procurement and Supply Office will standardize common use items wherever possible. Examples of this are present programs being conducted by Management Staff, General Services Office and Procurement and Supply Office establishing standard file folders and filing equipment. Standardization will be a continuing program by Procurement and Supply Office until variation of common use items are reduced to the most economic medium.

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